

**TRI-COUNTY SPECIAL EDUCATION  
JOB DESCRIPTION**

**TITLE:** Staff Development Coordinator

**QUALIFICATIONS:**

1. Bachelor's Degree from an accredited education institution
2. Illinois Teaching License or Type 73 or 75 Certification
3. Evidence of instructional leadership or staff development experience

**REPORTS TO:** Program Coordinator or  
Director of Special Education

**PURPOSE STATEMENT:**

Staff Development Coordinator is responsible for designing, planning, managing, and implementing a program of professional development for personnel to facilitate the achievement of organizational goals. Position consults with and advises administrators regarding the design of a staff development program, establishes objectives, develops training materials, mentors employees, and assesses the impact of the training program. Coordinator serves as a resource to member school districts and ensures that objectives of programs and services are achieved within budget guidelines. **The Coordinator shall exercise independent judgment and discretion, supervise subordinate personnel and serve on the Executive Board's labor negotiations' committee as necessary.**

**ESSENTIAL DUTIES:**

1. Designs and directs a wide variety of professional development services, development programs, materials, enrollment, and tracking methodologies for the purpose of implementing professional development program activities that address training needs.
2. Analyzes staff development needs for the purpose of identifying relevant issues and recommending or implementing an action plan.
3. Participates as integral member of planning and budgeting process; has access to confidential proposed budget and financial information used in the collective bargaining process.
4. Coordinates, administers, and/or supervises special instructional professional development programs for the purpose of improving staff quality and provision of IEP services (Para Pro, CPR, CPI, related service delivery models, etc.).
5. Participates in a wide variety of meetings that involve a range of issues related to professional development and school improvement (regulatory requirements, actions involving outside agencies, program development, district needs, etc.) for the purpose of conveying and gathering information; evaluates topics/materials, identifies appropriate actions, and/or develops recommendations.
6. Collaborates with a variety of internal and external sources (district personnel, administrators, universities, government agencies, etc.) for the purpose of planning, implementing and maintaining services and/or programs (student teaching/practicum placements, fellowships, etc).

7. Compiles data from a variety of sources (staff, public agencies, government reports, trade periodicals, etc.) for the purpose of analyzing issues, ensuring compliance with mandated requirements, and monitoring program components.
8. Responds to inquiries from staff for the purpose of reviewing and approving requests for tuition waiver or reimbursement; provides information and/or refers to supervisory personnel.
9. Researches a variety of topics (courses, materials, training consultations, etc.) for the purpose of developing new programs that meet staff training needs.

**10. Supervision:**

- a. **Trains, instructs and supervises personnel under his/her supervision**
  - b. **Directs and assigns work schedules to personnel under his/her direct supervision.**
  - c. **Evaluates certified and non-certified personnel.**
  - d. **Serves as the immediate supervisor for personnel assigned to him/her and is responsible for responding to all employee/union grievances filed at the immediate supervisor level with the authority to exercise independent judgment to respond to grievances.**
  - e. **Exercises independent judgment and makes recommendations directly to the Director concerning the hiring, transfer, suspension, lay off, recall, promotion, discharge, reward or discipline of employees within the bargaining unit.**
11. **Effectuates, implements and carries out all Board policies and procedures, including but not limited to, monitoring, enforcing and implementing policies and regulations related to staff professional development.**
  12. **Exercises independent judgment and engaged in executive and management functions related to staff development, preparation of the budget, and responsible for ensuring the operations assigned to him/her operate effectively and efficiently.**
  13. **Responsible for directing the effectuation of management policies and procedures related to staff development and adherence to the approved budget.**
  14. **Participates in collective bargaining preparation and strategy regarding staff development plans/policies impacting bargaining unit members.**
14. Prepares a variety of materials (funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supportive materials for requested actions.
  15. Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with federal, state, and Tri-County regulatory requirements and guidelines.
  16. Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
  17. Develops and assists in development of short and long range plans and programs (district plan, LEA plan, school improvement plans, etc.) for the purpose of ensuring that Tri-County and member districts' objectives are obtained.
  18. Participates in collective bargaining preparation and strategy regarding staff development requirements and policies.
  19. Manages and coordinates on-line Public School Works staff training and development program; modifies training in conjunction with staff needs.
  20. Consults and meets with Program Coordinators and Director to review directives and progress of staff development position.

21. Researches inquiries from supervisory staff regarding programs, methodologies, strategies, and interventions to enhance educational setting; responds to inquiries in a timely manner.
22. Demonstrates punctuality, appropriate attendance, and adherence of assigned work schedule in support of maximizing productivity.
23. Attends administrative meetings in order to provide concise updates on programs within Tri-County.
24. Manages, coordinates, and oversees summer training series based on Tri-County and member districts' professional development needs.
25. Performs other related duties as assigned by Program Coordinator(s) and/or Director to ensure efficient and effective performance of the staff development coordinator.
26. Salary, benefits, workday, work schedule, work year shall be determined by the Executive Board on an annual basis.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

1. **Must be able to lift, push or pull up to 20-40 pounds on a regular repetitive basis.**
2. **Must be able to speak, hear, see, write, walk, climb, stand, stoop, kneel, bend, twist, turn, push, pull and reach (above head and below knees) on a regular and repetitive basis.**
3. **Tasks require extensive use of hands including repetitive gripping, grasping, lifting and manipulation of equipment necessary to perform duties.**

Revised: October 1, 2014